DOCUMENT RESUME

ED 367 812 CE 065 842

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TITLE Writing Successful Grants for Adult Literacy and Education Programs: A Workshop Guide. Grantwriting Basics for Adult Education and Literacy Programs: A Presentation Guide.
PUB DATE 94
NOTE 41p.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Adult Education; Adult Literacy; Adult Programs; Basic Skills; *Grants; *Grantsmanship; *Literacy Education; *Program Proposals; *Proposal Writing; Workshops

ABSTRACT

This document consists of a workshop guide and a presentation guide for a workshop on writing successful grants for adult literacy and education programs. The workshop guide begins with a list of the major outcomes to be achieved through completion of the activities in the workshop. The guide is then divided into four sections that correspond to those outcomes. A list of key terms, some questions, and space for notes are provided for each outcome. The outcomes are awareness, preparation, development, and presentation. The presentation guide on grantwriting basics covers these areas: what is a grant, what is not a grant, why would one want a grant, where grants are available, how/where one can learn about grants, how one obtains a grant, why one would not want a grant, and what a grant typically includes. A list of basic concepts are provided in each area. (YLB)

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Writing Successful Grants for Adult Literacy and Education Programs: A Workshop Guide

Grantwriting Basics for Adult Education and Literacy Programs: A Presentation Guide

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Writing Successful Grants for Adult Literacy and Education Programs

A Workshop Guide

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Prepared 1994

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- Objectives
- Management Plan
- Resources
- RFP Criteria

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- Consistency
- Clarity
- Legibility
- Reader Focus

List of Major Outcomes

As a result of the activities included in this workshop on grant writing each participant will be able to ...

✔ **Awareness**
Describe sources of grant funds related to adult education and literacy programs in Florida, procedures for obtaining grant funds, funding application timelines, funding cycles, and the history of relevant funding programs.

✔ **Preparation**
Describe information and techniques needed for the preparation of the grant proposal including needs identification, funding priorities, opportunities for cooperation or coordination, and the "Request for Proposals".

✔ **Development**
Describe the nature of the program for which you are seeking funding in terms of specific objectives, a management plan, resources needed, and the evaluative criteria set forth in the "Request for Proposals".

✔ **Presentation**
Describe techniques and considerations for finishing, packaging, and presenting the completed grant proposal to ensure that grant readers will interpret the proposal effectively.

Awareness

Outcome:
Describe sources of grant funds related to adult education and literacy programs in Florida, procedures for obtaining grant funds, funding application timelines, funding cycles, and the history of relevant funding programs.

- Sources
- Procedures
- Timelines
- History

Some Questions

- ✔ What is the funding agency?
- ✔ Who are the contact persons?
- ✔ What is the legal basis for the funding allocation?
- ✔ What procedures apply?
- ✔ What type of agencies are eligible?
- ✔ What timelines apply?
- ✔ What is the history of the funding program in Florida?
- ✔ What has been funded by this funding program in the past?
- ✔ My questions:

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Notes

Notes

Preparation

Outcome:
Describe information and techniques needed for the preparation of the grant proposal including needs identification, funding priorities, opportunities for cooperation or coordination, and the "Request for Proposals."

- Needs Identification
- Funding Priorities
- Cooperation - Coordination
- RFP - Request for Proposals

Some Questions

- ✔ How can needs be identified or assessed?
- ✔ What are the priorities of the funding program and the funding agency?
- ✔ What opportunities are available for cooperation and/or coordination with other agencies?
- ✔ What agencies have been funded via this program in my community?
- ✔ What is the content of the RFP - Request for Proposals?
- ✔ My questions:

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Notes

Notes

Development

Outcome:
Describe the nature of the program for which you are seeking funding in terms of specific objectives, a management plan, resources needed, and the evaluative criteria set forth in the "Request for Proposals".

- Objectives
- Management Plan
- Resources
- RFP Criteria

Some Questions

- ✔ What is the structure of a well-written objective?
- ✔ What is a project management plan?
- ✔ What is an overall conceptualization of a program
- ✔ What program evaluation procedures are appropriate?
- ✔ What principles will help me define my resource needs including staff, materials, travel, funds, etc.
- ✔ What are the proposal review criteria used by the proposal readers?
- ✔ My questions:

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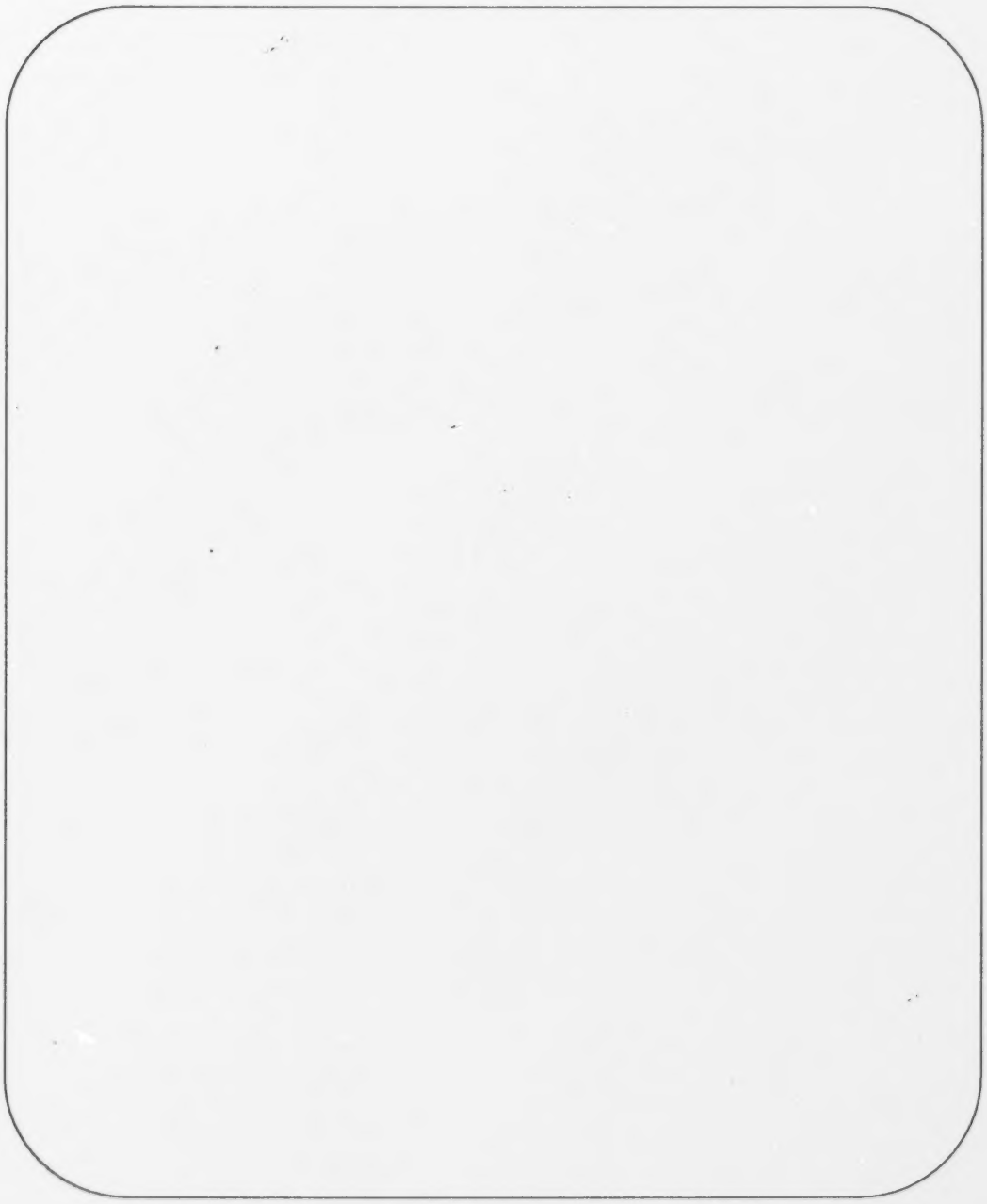

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Presentation

Outcome:
Describe techniques and considerations for finishing, packaging, and presenting the completed grant proposal to ensure that grant readers will interpret the proposal effectively.

- Consistency
- Clarity
- Legibility
- Reader Focus

Some Questions

- ✔ What are some considerations for

  packaging the proposal?

  printing the proposal?

  mailing the proposal?

- ✔ What are some considerations for helping readers interpreting the proposal?

- ✔ My questions:

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Grantwriting Basics for Adult Education and Literacy Programs

a presentation guide
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Spring 1994

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Spring 1994

Some questions

- What is a grant?
- What is not a grant?
- Why would we want a grant?
- Where are grants available?
- How / where can we learn about grants?
- How do we obtain a grant?
- Why would we not want a grant?
- What does a grant typically include?

What is a grant?

What is a grant?

- Vision
- Document
- Response
- Decision
- Agreement
- Plan
- Contract for services
- Commitment
- Recognition
- Limitation

What "isn't" a grant?

What "isn't" a grant?

- $$$ to do your own thing
- Flexibility
- $$$ to replace current funds

Why would we want a grant?

Why would we want a grant?

- Start
- Continue
- Expand
- Work beyond normal constraints
- Recognition
- Respond to identified needs
- Additional resources
- Create something new

Where are grants available?

Where are grants available?

- Government
- Local agencies
- Foundations
- Employers
- Individuals

How / where can we learn about grants?

How / where can we learn about grants?

- Announcements
- Mailing lists
- Catalogs
- Newsletters
- Conferences
- Meetings
- Word of mouth

How do we obtain a grant?

How do we obtain a grant?

- Inquire
- Obtain RFP
- Clarify
- Develop proposal
- Review proposal
- Submit
- Follow-up

Why would we not want a grant?

Why would we not want a grant?

- Reporting
- Exposure to risk
- Monitoring
- Records
- Timeline

What does a grant typically include?

What does a grant typically include?

- Rationale
- Outcomes
- Action Plan
- Relationships
- Budget
- Resources
- Evaluation Plan